

File: ODA  
(cc: PRIVACY)

ODP 729-77  
21 April 1977

MEMORANDUM FOR: Chief, Information and Privacy Staff, ODA

FROM : [REDACTED]  
ODP Privacy Act Coordinator

SUBJECT : Annual Privacy Act Report for CY 1976

REFERENCE : Your memo dtd 19 Apr 77, subject: Memorandum requesting information for the Annual Privacy Act Report, Part II and Part III, attached.

1. The Office of Data Processing responses to the questions in reference are as follows:

Part II:

A. 1. through 4.

None, all action taken in CY 1975 (see 1975 Report, attached).

5. N/A

Part III:

B. 1., 2., 3.

N/A

4. Four or five.

5. Reinforced existing procedures.

C. As previously reported to IPS, ODP plans to add a use for CIA #3, Computer Access File. With regard to the remainder of this question, no effect noticed.

D. No significant effect, positive or negative.

2. These responses have been brief because the Privacy Act had minimum impact on ODP during CY 1976. Most of the work related to the Privacy Act was conducted in CY 1975 (see attached report).

Att: a/s

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O/D/ODP/ :ee/4-21-77

STATINTL

ODP # 725-77

19 APR 1977

*EO - Action*  
*Due 4/25.*

MEMORANDUM FOR: DDA Directorate Components

*D/ODP - [Signature]*

*EO Action*

STATINTL

FROM : [Redacted]  
Chief, Information and Privacy Staff, DDA

SUBJECT : Memorandum requesting information for the  
Annual Privacy Act Report, Part II and Part  
III, attached.

1. The Information and Privacy Staff requests that DDA  
Directorate Component offices take action on the attached  
memorandum and respond directly to IPS.

STATINTL

2. Questions regarding this report should be directed  
to [Redacted] extensions 7486 and 9271.


STATINTL

19 APR 1977

MEMORANDUM FOR: Directorate Privacy Act Coordinators

STATINTL

FROM

:   
Chief, Information and Privacy Staff, DDA

SUBJECT : Annual Privacy Act Report, Part II and Part III.

1. It is the responsibility of the Office of Management and Budget to compile annually information on the implementation, administration, and the effects of the Privacy Act of 1974, 5 U.S.C. 552a. The report, comprised of information from all Executive Branch agencies, will be submitted to the President and he will present it to the Congress. This report is for calendar year 1976.

2. Part I of this report has been completed and was provided to OMB on 21 March 1977. This portion of the report described the Agency's systems of records and the policies and procedures used in applying the exemption provisions of the Act.

3. Part II and Part III concern the actions taken by agencies to comply with the Act, and an evaluation of the extent to which the objectives of the Act are being achieved, along with any effects on activities in handling information, respectively.

4. With the view that the required scope of this information is for calendar year 1976, Directorate Privacy Act Coordinators are requested to address the following more specific aspects of the Act, where applicable:

Part II A. What steps have been taken to implement new, upgrade existing, or eliminate undesirable activities pertinent to:

1. advising Agency personnel of their responsibilities under the Act and informing them

of Agency policies and procedures for complying with the Act, to include administrative and legal sanctions;

2. assuring that personal information gathered is necessary for a purpose established by statute or Executive Order;
3. protecting against unwarranted disclosure of, loss of, or tampering with records;
4. assuring the need for and accuracy of the records maintained; and,
5. restricting the use of Social Security Account Numbers on forms?

Part III B. What effects has the Act had on:

1. the willingness of individuals to provide information on third parties, such as, for security investigations and intelligence operations; the extent to which these sources are requesting pledges of confidentiality;
2. a component's ability to obtain information from other agencies, and where there is a reluctance, whether it has been necessary to establish new separate reporting systems to obtain previously readily available information;
3. disclosing records to the public (including the press) and to State and local governments, since express written consent is needed from the person to whom the records pertain;
4. the estimated number of Agency employees requesting to review his or her own records on an informal basis (as opposed to a formal written request to IPS); and,
5. procedures to ensure that records are protected from unwarranted disclosure?

- C. A brief comment is requested as to your plans to increase or reduce the number of systems of records or the number of entries in these systems. To what extent has the desired reduction of entries in these systems been

hampered by current litigation or the destruction moratorium? (To this point, a comment as to whether or not your records control schedule has been approved by the National Archives, and the effect of Congressional Oversight Committees' decisions on the destruction of records, would be helpful.)

D. Lastly, you are invited to provide any positive or negative comments regarding the Privacy Act's effect on your systems of records that may not have been covered in the above.

5. In order to meet the OMB deadline of 30 April, addressees are requested to submit their replies by the close of business on 25 April 1977. Duplicate copies of this query are provided for your respective record system managers. Any questions regarding this report should be directed to [REDACTED] on extensions 7486 and 9271.

STATINTL

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OJCS 809-76  
16 April 1976

MEMORANDUM FOR: Chief, Information and Privacy Staff, DDA

FROM : [REDACTED] STATINTL  
Freedom of Information Officer, OJCS

SUBJECT : Annual Privacy Act Report

REFERENCE : Your memo dtd 5 Apr 76, same subject

1. The following are offered in response to requests stated in reference and keyed to subparagraphs a. through f.

a. CIA-1 206  
CIA-2 455  
CIA-3 @ 7000

b. Not really applicable to this Office.

c. Not really applicable to this Office.

d. Only minor impact. Vendors have been denied home addresses of employees for Christmas card mailing.

e. Number of employees requesting access to "soft" files has increased from 1 or 2 a year to 9 in last 9 months. Minor impact, despite public announcement that files were available to employees.

f. Several managers and analysts have attended a three day Computer System Privacy Course offered by DOD Computer Institute. The OJCS Privacy Act Coordinator has provided three one-hour briefings on the Privacy Act for OJCS personnel, which emphasized how it affects their rights as citizens and their responsibilities as employees of a Federal Agency. As a result, OJCS employees seem to be much more conscious of privacy and the need to protect records. Also, all "soft" files have been consolidated in OJCS into a single filing system controlled by the Administrative Staff. STATINTL

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Approved For Release 2001/05/23 : CIA-RDP83T00573R000600030004-2

O/D/OJCS/[REDACTED]:ee/4-16-76

STATINTL



5 APR 1976

MEMORANDUM FOR: Directorate Privacy Act Coordinators

STATINTL

FROM : [REDACTED] Chief, Information and Privacy Staff,

SUBJECT : Annual Privacy Act Report

1. The Privacy Act, 5 U.S.C. 552a, requires that each Executive Department and agency submit an annual report to the Office of Management and Budget (OMB) no later than 30 April each year concerning its activities to implement the Act during the preceding calendar year. Since the Act became effective on 27 September 1975, this year's report will cover the period from August 1975, when the initial notice of systems of records and the implementing regulations were published in the Federal Register, to 31 December 1975.

2. The OMB report guidelines, issued 25 March 1976, specify that agency submissions focus on three areas: (1) exemption policies and procedures; (2) actions taken to comply with the Act and initiatives planned for the current year; and, (3) evaluation of the effects of the Act. In anticipation of the report requirement, the Information and Privacy Staff has maintained certain statistics and information that will satisfy most of the reporting requirements. However, to assure that CIA's annual report takes into account total Agency experience, it is requested that Directorate Privacy Act Coordinators respond to subparagraph a. below and comment, where appropriate, on subparagraphs b. through f.

a. Provide the number of individuals (U.S. citizens and permanent resident aliens) on whom files are maintained in each record system which has been identified in the Federal Register. Recognizing that most record systems are not structured according to nationality, estimates rather than actual numbers will suffice. If an estimate is given, provide a brief statement explaining the basis for the estimate. If, in the judgment of the System Manager, the number of individuals on whom files are maintained should not be reported in keeping with Agency security restrictions, a brief explanation for withholding the data should be submitted in lieu of furnishing the number.

b. Obtaining information from individuals.

(1) Has there been any perceptible change in the willingness of individuals to provide information on third parties, e.g., security background investigations and intelligence gathering operations, etc.?

(2) Indicate the extent to which sources of information are requesting pledges of confidentiality.

c. Obtaining information from other agencies.

The Act establishes a number of constraints on the exchange of personal information among agencies. Discuss the extent, if any, to which the Act has limited the component's ability to obtain information from other agencies and, if it has, whether it has been necessary to establish new separate reporting systems to obtain information previously available from other agencies.

d. Disclosing information.

The Privacy Act is intended to assure that, with limited exceptions, information collected for one purpose should not be used for another without the express written consent of the individual to whom the information pertains. Discuss the impact this limitation has had on disclosing records to the public (including the press) and to State and local governments.

e. Individual access to Agency records.

The Act provides that individuals should have access to and an opportunity to correct information pertaining to them in Agency records. IPS maintains records on all formal requests from the public and from Agency personnel. However, since the Agency regulations provide an informal mechanism for an employee to review his records, we want to report on the estimated number of employees who have taken advantage of this opportunity. Compare the number of employees who have requested and received access since the effective date of the Act with those who requested access prior to the Act.

f. Safeguards to protect against unwarranted disclosures.

Discuss any actions taken since the effective date of the Act to protect records from unwarranted disclosures.

STATINTL

3. Responses should be submitted by close of business on 16 April 1976.

